



CONDITIONS OF EMPLOYMENT AGREEMENT

In accepting employment with the Frederick County Division of Fire and Rescue Services ("Division"), I, _____ acknowledge, understand, and accept the following terms, conditions, and expectations of said employment:

- An employee of the Division cannot use tobacco products in any form whatsoever as of the date of employment with the Division. The employee shall remain free from any use of tobacco products throughout the term of employment. Furthermore, any use of tobacco products after employment, or any false or materially misleading representation by the employee as to being a non-smoker or non-user of tobacco products at the time of employment, shall constitute grounds for termination of employment.

By accepting employment with the Division, and signing this Agreement, I certify that, as of this date, that I do not use any tobacco products in any form whatsoever and, in consideration of my employment with the Division, I agree not to use any tobacco products at any time so long as I am employed with the Division, whether on or off duty, and that my failure to comply shall constitute grounds for termination of my employment. I further agree that, if at any time during the term of my employment with the Division, I begin to use tobacco products in any form whatsoever, I will inform the Director/Chief of Fire and Rescue Services of this fact and tender my resignation.

- I understand that employment outside of the Division will not be approved until probationary period requirements of 18 months are fulfilled and I have a satisfactory performance rating.
- An employee of the Division is required to comply with rules, regulations, and procedures as established or revised by the Director/Chief of Fire and Rescue Services. Included in these are requirements relative to: safety; uniforms, appearance, and grooming; outside employment; work hours; and physical fitness. Failure to comply with rules, regulations, and/or procedures constitutes insubordination and is grounds for termination of employment.

Furthermore, I acknowledge that the rules, regulations, and procedures in effect as of this date will be made available.

- The Division of Fire and Rescue Services is a combination fire, rescue, and emergency

medical agency utilizing career and volunteer members to satisfy its mission and to achieve its goals and objectives. Employees are prohibited from engaging in any activity that jeopardizes a functional, cooperative, and productive relationship among all members, career and volunteer. To do so is a violation of this Agreement and constitutes grounds for the termination of my employment.

- The organization supports high ethical standards that employees shall embody in carrying out their duties and you shall be morally and ethically strong in your performance. Your position will permit you to influence the work environment and the careers of others. It is only through you and the resources that you control that the organization can be successful. The Division places a great deal of faith in you to perform successfully in your role.

In addition to adherence to the conditions outlined in Division rules, regulations, policies and operating procedures; and County regulations and position descriptions, there are certain specific expectations of all members of our organization:

- Be supportive of Frederick County and the Division of Fire and Rescue Services in carrying out your functions. This includes supporting and following through with policies, regulations, procedures, philosophies and orders that are established. It is expected that you will always represent the County and this organization in a positive manner.
- Implement and practice the following principles:
 - Provide a high quality of service
 - Place the needs of our citizens above your own
 - Show courtesy respect to citizens and co-workers
 - Respect diversity in the work place
 - Exercise leadership
 - Promote Teamwork
- Be supportive of higher ranking officers and the decisions they make. This requires you, when appropriate, to act on behalf of higher ranking officers in the carrying out of rules, regulations, policies and procedures.
- Be committed to diversity within the community and county government. It is critical that all cultures, races, ethnic groups and genders be accepted as citizens of our community and Division. All shall be treated with respect, and you shall do all that is in your power to ensure that others accept and support diversity.
- Voice your opinion on matters in the appropriate manner, using proper communication procedures. It is expected that, when appropriate, you will question various procedures, rules or regulations, but that you will do so using proper methods and channels. Criticism or lack of support of procedures, rules or regulations in the presence of your subordinates or peers will be considered inappropriate behavior. However, it is essential that you provide your supervisors with input on issues of concern to you or the personnel under your command.

- Treat all citizens and Division personnel with respect and provide a high degree of fairness when dealing with issues.
- Maintain a high degree of professionalism and continue your development as an employee of the Division. Encourage and assist others to develop their knowledge and skills beyond what is expected of them in their assigned positions.

The intent of this agreement is to identify specific terms, conditions, and expectations of your employment. Failure to comply with these terms, conditions, and expectations of your employment shall constitute grounds for termination of your employment.

Employee Signature

Witness Signature

Employee Printed Name

Witness Printed Name

Date

Date